Managing Users

Superadmin	Can edit ALL admin settings, create new Groups, Locations, Status Labels, etc, and is NOT constrained by Company scoping when Full Company Support is enabled.
Admin	Can NOT access Admin Settings, and is constrained by Company scoping when Full Company Support is enabled, but can perform all functions (create, edit, delete, etc) for all other aspects of the app.
Other	Can NOT access Admin Settings. All other privileges are granted on a group-level or individual level.

Checking Out Assets

1. Scan QR Code

2. Login to account on the Snipe-IT webpage

3. View the details of the asset to make sure it is correct

4. Select the user to check the asset out to

5. Select a check out and check in date for the asset to be returned

6. Hit the checkout button

Checking In Assets

1. Scan QR Code

2. Login to account on the Snipe-IT webpage

3. View the details of the asset to make sure it is correct

4. Mark down any notes about the asset (condition that it is in)

5. Check-in the asset

Managing Accessories

Accessories include pointers, keyboards, adapters, cables, etc.

Accessories do not have QR codes and are in plastic Ziploc bags.

Accessories still need to be checked out to users and checked back in.

Status Labels

Ready to deploy	Asset is good and ready to be checked out
Waiting to be Cleaned	Asset is waiting to be cleaned and hargrove wiped
Deployed	Asset is currently checked out to another user